

Wilcannia Central School

Cleaton Street

WILCANNIA. 2836

Ph. 08 80 915 801

Fax: 08 80 915 026

###### Ivanhoe Central School

Columbus Street

IVANHOE 2878

Ph: 02 6995 1108

Fax: 02 6995 1290

**Menindee Central School**

Menindee St

MENINDEE, 2879

Ph: 0880914409

Fax: 0880914377

**Attendance Policy**

The following policy has been developed for the Wilvandee Access Program.

If a WAP student is going to be late or absent from school a medical certificate or note from a caregiver must be supplied to the home school. Failure to provide such evidence will result in students being marked as unexcused. Details of the absence must be communicated to the HTWAP who will then relay the information to the appropriate teachers.

Follow the procedures below for all unexcused absences:

**Step 1: 5 Lessons**

Classroom teacher sends letter and copy of attendance policy home and speaks to student. (Record in diary) A copy of the letter is to also be handed to the HT WAP to store in student file. *Distance students can be held back after classes or link in at recess/lunch/before or after school*

**Step 2: 10 Lessons**

Classroom teacher sends a second letter and copy of attendance policy home, rings the caregiver and has a meeting with the student. (Record in diary) A copy of the letter is to also be handed to the HT WAP to store in student file.  *Distance students can be held back after classes or link in at recess/lunch/before or after school*

**Step 3: 15 Lessons**

Classroom teacher sends a third letter and copy of attendance policy home and notifies the HT WAP of the problem. Copies of the paperwork are to be given to the HT WAP. (Record in diary) The HT WAP will organise a meeting, which may be a VC, with the caregiver/student/teacher/executive. An attendance contract will be negotiated and signed by the student and caregiver. A copy of the letter and contract is to be given to the student, caregiver and also the HT WAP to store in the students file.

**Step 4: 20 Lessons *(Probation)***

Once a student has missed 20 lessons for any class, a warning letter is to be issued outlining how the student is failing to:

* **follow** the course developed or endorsed by the Board; and
* **apply** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
* **achieve** some or all of the course outcomes;

Classroom teacher sends a fourth letter and copy of attendance policy along with a formal warning letter which outlines the above steps and work the student needs to complete to meet minimum course requirements. The teacher also informs the HT WAP of the problem and gives them copies of the paperwork. (Record in diary) The HT WAP will organise a meeting, which may be a VC, with parent/student/teacher/executive to discuss the contract and students failure to meet course requirements.

*-If student misses 5 more classes go to step 5*

*-If student submits outstanding work on time and attends 10 consecutive lessons they have redeemed themselves and the warning letter is void. This would be an appropriate time for the classroom teacher to contact the caregiver to report the positive changes.*

*-If student does above and then begins missing classes again, once at 5 lessons, go straight to step 3 and follow procedures of 4 and 5 if necessary.*

**Step 5: 25 Lessons**

Classroom teacher issues a second formal warning letter outlining the outstanding work and notifies the HT WAP. (Record in diary) The HT WAP will organise a third meeting with caregiver/student/teacher/executive/principal to discuss the issue and likelihood that the student will receive an N-Determination and failure of course. This is the students last chance. If student fails to complete outstanding work and attend classes, the Principal may issue an N-Determination. Student has the right to appeal this.